

DO NOT USE FUTURE DUE DATES ON MANUAL AND LOCAL WARRANT TRANSACTIONS

ADPICS

The due date is required when users enter information on the PCHL1410 VOUCHER HEADER ENTRY screen. ADPICS PCHL1410 will calculate the due date based on the purchase order terms.

Since the due date is the date the warrant is created, manual and local warrants should have due dates that reflect nothing greater than the current date. Effective immediately, users must enter the **current date** as the due date for ADPICS manual and local payments on PCHL1410.

For example:

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PCHL1410 V4.1      ADVANCED PURCHASING/INVENTORY      09/05/1996 12:00 PM
LINK TO:          VOUCHER HEADER ENTRY

VOUCHER NUMBER   : VCH000000001 1099: N DOC TYPE : VC  DUE DATE: 09/05/1996
ACTION INDICATOR : N PDT: AA  DMI : X INTF TYPE : VC  EFF DATE: 09/05/1996
STATUS           : NOPT      NOTE: N BANK ID : YAW  PYMNT NO:   100
DEPARTMENT       : 088      DEPARTMENT OF FINANCE
AMOUNT VOUCHERED :          100 PART/FINAL: P (P/F)  CREATE :09/05/96
PURCHASE ORDER NO: PO0000000001  DOC REF NO:   123  UPDATE :09/05/96
INVOICE NUMBER   : 2        MATCH TYPE: A1        POST   :
VENDOR ID        : 1111111111  JOE'S PAPER SUPPLY
ADDRESS 001 : 123 MAIN

                CITY: LANSING                ST: MI  ZIP: 48823
VEN INVOICE DESC :                          CTRY: USA
FREIGHT          :                          :
:
DISTRIBUTION METHOD: D  FCO: Y  CLIENT/PATIENT NO: 1111111111 MUPC: AA
MASTER ACCOUNTING INFORMATION -  DATE OF SERVICE : 10/15/1994
SFX AGY AY INDEX PCA  COBJ AOBJ GRANT PH PROJ  PH AG1 AG2 AG3
01 AAA
F1-HELP           F3-DELETE           F5-NEXT   F6-VIEW DOC
                  F9-LINK    F10-SAVE   F11-VW ACCTG
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R*STARS

If you are entering manual or local payments in R*STARS, the due date should equal the current date.